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INTERNAL SERVICES DEPARTMENT

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"To enrich lives through effective and caring service"

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July 30, 2015

To: Mayor Michael D. Antonovich
Supervisor Hilda L. Solis
Supervisor Mark Ridley-Thomas
Supervisor Sheila Kuehl
Supervisor Don Knabe

From: Dave Chittenden
Chief Deputy Director

Subject: **RETROACTIVE CONTRACTS ANNUAL REPORT**

In May 2007, the Retroactive Contract Review Committee (RCRC) was established to review any retroactive contract(s) before departments could proceed with placing the item on your Board's agenda for approval. As part of the RCRC review process, departments are required to prepare a report explaining the circumstances that led to the retroactive occurrence, the corrective action measures to be implemented to prevent reoccurrences, and any disciplinary actions imposed. For each retroactive matter, the RCRC provides a final recommendation that must be included in the subsequent Board letter.

As indicated on the attachment, Consolidated Fire Protection District of Los Angeles County presented retroactive occurrences to the RCRC involving three contracts totaling \$3,296,478 during Fiscal Year 2014-15. The reason for the retroactive occurrences was attributable to inadequate contract monitoring by the department, which resulted in services that exceeded the maximum contract sum.

Proactive Measures

As part of our ongoing efforts to reduce retroactive contracts, the RCRC will continue to work with departments who bring forward retroactive contracts to assess the circumstances that lead to non-compliance and to make recommendations to improve their processes.

Each Supervisor
July 30, 2015
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ISD will continue to report to your Board on an annual basis for retroactive contracts. If you have any questions regarding this memorandum, please contact me at (323) 267-2103.

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Attachment

c: ISD Board Deputies
 Chief Executive Office
 Department Heads
 Administrative Deputies
 Contracting/Monitoring Managers Committee

